

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 41
MARCH 6, 2013 – WORK SESSIONS**

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, March 6, 2013 at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Debbie Thompson**
 Kelly Emerson, Member
 Jill Johnson, Member

Others Present: **Elaine Marlow, Budget Director**

Record Part 1 @00:12

Subject/Description: **Selection of the Chair of Board of County Commissioners (RCW 36.32.100)**

Attachments: no

Action Requested: *Commissioner Johnson moved to appoint Commissioner Emerson as Chair of the Board of County Commissioners for the remainder of 2013. The motion was seconded by Commissioner Emerson and carried with a vote of 2 in favor and 1 opposed.*

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, March 6, 2013, at 9:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Kelly Emerson, Chair** **Staff: Debbie Thompson**
 Helen Price Johnson, Member
 Jill Johnson, Member

Staff Present: **Bill Oakes, Director**

Others Present: **Elaine Marlow, Budget Director**

Record Part 1 @ 05:06

Solid Waste

Subject/Description: **Service Contract Extension for Refrigerator Appliance Hauling Contract**

Attachment: **Memorandum & Draft Contract Amendment No. 1**

Action Requested: Approval of a two year extension, through February 21, 2015, with Smalley Enterprises, Inc., for hauling of processed refrigerating appliances from the Solid Waste Complex (Coupeville) and the Camano Island Transfer Station; Increase in Insurance requirements.

Follow Up: Okay with full Board to move forward to Monday's agenda.

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Roads

Subject/Description: Local Agency Agreement Supplement No. 3 – County Road Safety Improvements Program; CRP 11-091, JO 00972-0003; Federal-Aid No. HSIP-000S(279)

Attachment: Memorandum & Supplement Agreement No. 3

Action Requested: Approval of Local Agency Agreement Supplement No. 3 with WSDOT for County Road Safety Improvements Program; Additional Funding: \$115,000(Federal)

Follow Up: Okay with full Board to move forward to Monday's agenda.

Subject/Description: Discuss Purchase of 2013 Glass Bead Supplies off State Contract for Traffic Marking Paint

Attachment: Memorandum, Purchase Order & Contract Information

Action Requested: Approval of Purchase Order No. 9574 – Alpine Products, Inc.; Glass Beads Type 1 for Traffic Marking Paint; \$45,640.43 (incl WSST).

Follow Up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Discuss Purchase of 2013 Traffic Marking Paint Supplies off State Contract

Attachment: Memorandum, General Provisions, Specifications & Bid Proposal

Action Requested: Approval of Purchase Order #9573 – Alpine Products, Inc.; White and Yellow Waterborne Traffic Marking Paint; \$202,018.95 (incl WSST).

Follow Up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Discuss Call for Bids for 2013 Hot Mix Asphalt Materials

Attachment: Memorandum, General Provisions, Specifications & Bid Proposal

Action Requested: Approving Specifications and authorizing a Call for Bids for Hot Mix Asphalt Materials for the period of May 1, 2013 to May 1, 2014.

Follow Up: Okay with full Board to move resolution forward to a Monday agenda.

Subject/Description: Discuss Contract Extension between McAsphalt Industries, Ltd and Island County Public Works for Liquid Asphalt Supplies

Attachment: Memorandum, Contract Extension No., 1, 2012 Bid Award Recommendations, Bid Proposal & Specifications

Action Requested: Approval of contract extension between McAsphalt Industries, Ltd. and Island County Public Works for Liquid Asphalt Supplies for the period of May 1, 2013 through April 30, 2014.

Follow Up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Discuss Call for Bids for 2013 Compactor Roller

Attachment: Memorandum, General Provisions, Specification & Bid Proposal

Action Requested: Authorize a Call for Bids for New 2013 Double Steel Drum Vibratory Compactor/Roller, with trade-in.

Follow Up: Okay with full Board to move resolution forward to a Monday agenda.

Public Works

Subject/Description: Award Recommendation – Island County Fairgrounds Pole Building Commercial Kitchen Remodel

Attachment: Award Recommendation

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Action Requested: Bill Oakes recommended award of small works contract for Island County Fairgrounds Pole Building Commercial Kitchen Remodel to Nautilus Construction and Management, LLC as the lowest bidder; Amount: \$80,893.43(incl. WSST)

Follow Up: Okay with full Board to move forward to a Monday agenda.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, March 6, 2013 at 9:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair
Helen Price Johnson, Member
Jill Johnson, Member

Staff: Debbie Thompson

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record Part 1 @ 35:50

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

WSU

- Administrative Assistant, increase FTE from .5 to .7 #023/13, plus temporary increase from .7 to 1.0 FTE from 3/1/13 to 6/1/13 # 024/13
Commissioner Price Johnson moved to approve Job Requisitions #023/13 & 024/13. The motion was seconded by Commissioner Johnson and carried unanimously.
- Program Coordinator – temporary decrease FTE from .7 to .6 from 3/1/13 to 6/1/13 #025/13
Commissioner Price Johnson moved to approve Job Requisition #025/13. The motion was seconded by Commissioner Johnson and carried unanimously.
- Accounting Coordinator, temporary increase FTE from .5 to .6 from 3/1/13 to 12/31/13 #026/13
Commissioner Price Johnson moved to approve Job Requisition #026/13. The motion was seconded by Commissioner Johnson and carried unanimously.

Planning & Community Development

- Planner – Current Use, replacement position, C-10, C-11 or C-12, depending on qualifications #022/13
Commissioner Johnson move to approve Job Requisition #022/13. The motion was seconded by Commissioner Price Johnson and carried unanimously.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 44
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**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 6, 2013 at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair **Staff:** Debbie Thompson
Helen Price Johnson, Member
Jill Johnson, Member

Staff Present: Bob Pederson, Director, Paula Bradshaw, Andy Griffin

Others Present: Elaine Marlow, Budget Director

Record Part 1 @ 43:46

Subject/Description: Discussion of the Fish and Wildlife Habitat Conservation Area Grant
Attachment: Email dated 2/25/13 from DOE to Bob Pederson
Information: Island County was selected as a successful grant applicant for Watershed-based Analysis and Update of Fish and Wildlife Habitat Conservation Area Policies and Regulations for Island County.
Follow up: Continued discussion at future work sessions.

Subject/Description: Continued discussion on draft policy for unsafe structures
Attachment: none
Discussion: Andy Griffin will update the policy to include language with regard to the County's limited personnel and financial resources and bring the policy back for further review at a future work session.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 6, 2013, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair **Staff:** Debbie Thompson
Helen Price Johnson, Member
Jill Johnson, Member

Staff Present: Keith Higman, Director, Jill Wood

Others Present: Elaine Marlow, Budget Director

Record Part 2 @ 00:24

Administration

Subject/Description: Health Administration Position
Attachment: none

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Discussion: Kerry Graves submitted resignation, effective end of April.

Follow up: Work with HR and Budget Director to identity funding to allow for a 2 week crossover for training.

Subject/Description: 2012 Mileage Reimbursement – Budget Adjustment

Attachment: none

Action Requested: Approval to move \$3,000.00 from 2012 to 2013 for capital auto purchases if there is a positive fund balance in public health pooling.

Follow up: Okay with full Board.

Subject/Description: Department of Health – 2012-2014 Consolidated Contract

Attachment: Contract C16886, Amendment No. 7

Action Requested: Approval of Amendment No. 7; Department of Health 2012-2014 Consolidated Contract; Amendment Amount: \$166,533.00

Follow up: Okay with full Board to move forward to a Monday agenda.

Environmental Health

Subject/Description: WAC 246-291 – Group B Water Systems – Amendments effective 1/1/2014

Attachment: Island County Public Health Group B Rule Overview

Discussion: Staff provided the Board with an overview of the WA State Department of Health proposed rule changes to Group B water systems. The Board of Health will need to decide whether to adopt the DOH Group B Rule by reference only, eliminating the monitoring requirements for Group B water systems or amend ICC 8.09 and provide individuals in Island County protection though continued monitoring efforts and the flexibility of permitting though local control. The Group B Rule changes will take effect January 1, 2014.

Follow up: Staff will provide another overview to the Board of Health at their March 18, 2013 meeting.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, March 6, 2013 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Kelly Emerson, Chair**
 Helen Price Johnson, Member
 Jill Johnson, Member

Staff: **Debbie Thompson**

Others Present: **Elaine Marlow, Budget Director, Sheriff Mark Brown**

Record Part 1 @ 28:57

Subject/Description: Changing the schedule of Monday Regular meetings of the Board

Attachments: yes

Discussion: The Board agreed to revert back to the original language "When possible, public hearings will be held on the fourth Monday meeting." The new meeting schedule will begin April 1, 2013.

Follow up: Send proposed revision to PA for code reviser review.

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Record Part 2 @ 42:05

Subject/Description: Discussion regarding possible revisions to the draft ordinance to establish procedure for designation of additional “no shooting areas” through a petition method

Attachments: yes

Discussion: Commissioner Price Johnson requested that the item be put on a Monday agenda in order to offer the community a chance to for public comment. If the Board was not agreeable she asked that Commissioner Johnson and Sheriff Brown continue to work with the community to seek a resolution to their concerns.

Follow up: A majority of the Board was not in favor of moving forward with the draft ordinance.

Subject/Description: Reappointment of members to the Veteran’s Advisory Board (VAB)

Attachments: yes

Action Requested: The Board considered the reappointment of all members of the Veteran’s Advisory Board (VAB). The Board requested a future work session with Jerry Pfannenstiel, Veterans Case Manager, to learn more about the membership of the VAB.

Follow up: Okay with full Board to move recommendation forward to a Monday agenda.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 6, 2013, at 11:30 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Kelly Emerson, Chair	Staff: Pam Dill
Helen Price Johnson, Member - via conference	
Jill Johnson, Member	

Staff Present: Elaine Marlow, Budget Director, Tim Lawrence, Director WSU

Record Part 2@ 01:15:47

Subject/Description: Continued discussion on survey (cont. form 1/9/13)

Attachment: none

Discussion: The Board continued their discussion regarding the concept of conducting an online or mail survey to obtain feedback on services/programs offered by Island County. Tim Lawrence, WSU Extension Director, offered his expertise on designing surveys to meet your objective, costs involved and sampling errors.

Follow up: A majority of the Board was not in support of moving forward with a public survey.

Subject/Description: Amendment No. 2 to Lease Agreement with Skagit Valley Hospital – Camano Family Resource Center

Attachments: yes

Action Requested: Approval of Amendment No. 2 to Use and Occupancy Agreement Family Resource Center Camano Island with Skagit County Public Hospital District No. 1. This amendment approves Skagit Valley Hospital’s grant-funded remodel to the Facility, and provides

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that upon termination of the lease, the County would accept the alterations to the Facility;
Amount: \$0

Follow-up: Okay with full Board to move forward to a Monday agenda.

Add-on

Subject/Description: Employment Separation Agreement with Mr. Pederson

Attachments: none

Action Requested: Approval of Employment Separation Agreement with Mr. Pederson.

Follow up: *Commissioner Johnson moved to approve the Separation Agreement. The motion was seconded by Commissioner Price Johnson and it carried with a vote of 2-0. Commissioner Emerson did not vote.*

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Kelly Emerson, Chair

Helen Price Johnson, Member

Jill Johnson, Member

ATTEST:

Elaine Marlow, Clerk of the Board